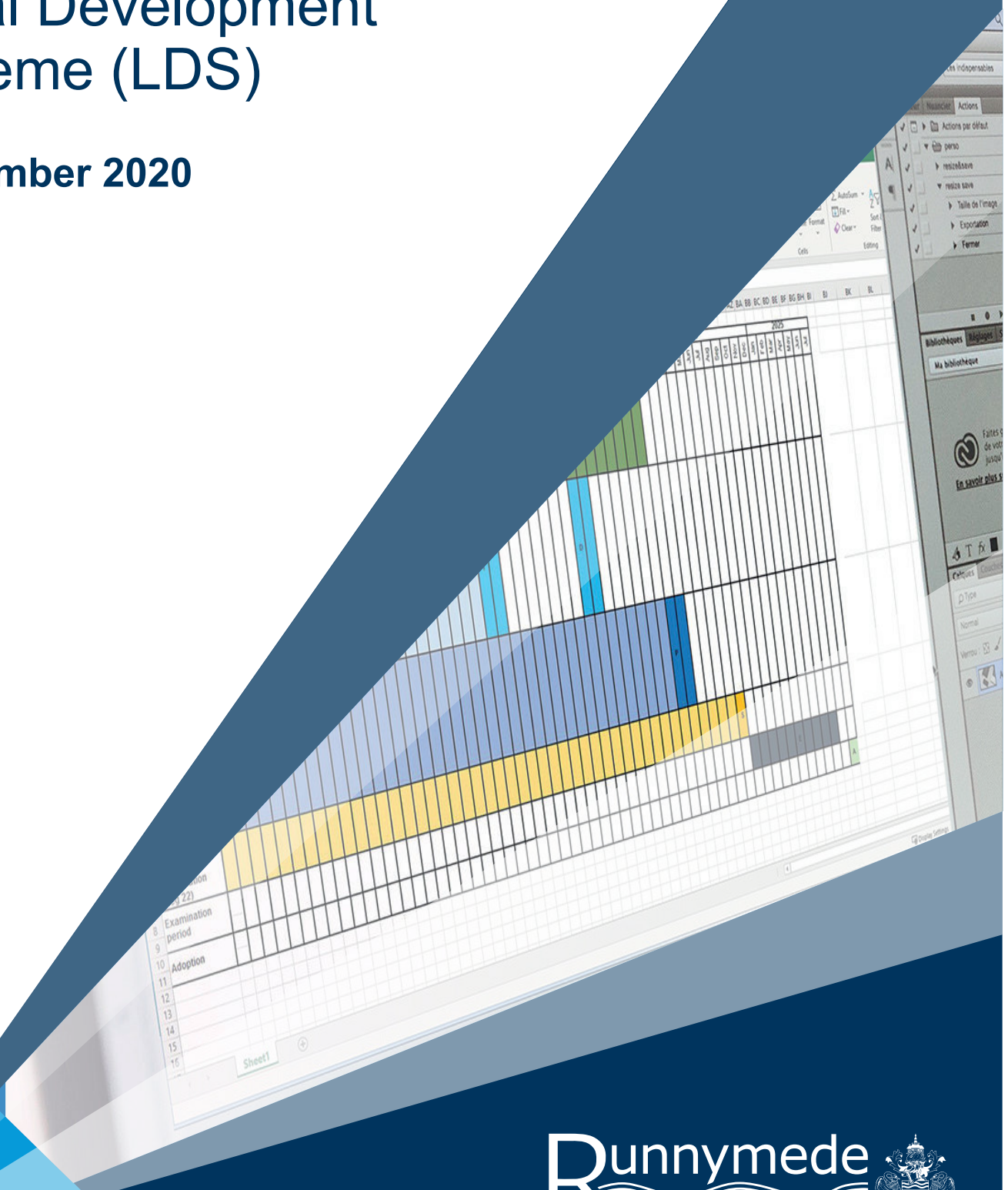


Runnymede 2030

Local Plan

Local Development Scheme (LDS)

September 2020



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Contents

Chapter	Page
1. Introduction	3
2. Overview of the Development Plan System	4
(a) The Development Plan for Runnymede	4
- The Runnymede 2030 Local Plan	
- Neighbourhood Planning	
(b) The review and update of the Runnymede 2030 Local Plan	6
- Chart A: Programme for the production of the Runnymede 2030 Local Plan: Review and policies	
3. Additional Planning Documents and Guidance	10
- Community Infrastructure Levy (CIL)	
- Supplementary Planning Documents (SPDs)	
- Chart B: Programme for Runnymede Community Infrastructure Levy (CIL)	
4. Evidence, Resources and Risks	12
(a) Evidence	12
(b) Resources	12
(c) Risk	13
5. Contact Information	14
 Appendix 1 Summary of content and governance arrangements: Runnymede Local Plan review and policies update and CIL	
 Appendix 2 Risks Assessment for Runnymede Local Plan review and policies update and CIL	

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1. Introduction

- 1.1. The Borough Council, as local planning authority, is required to prepare a Local Development Scheme (LDS) under the provisions of the Planning and Compulsory Purchase Act 2004.
- 1.2 The main role of the LDS is to describe the documents that Runnymede Borough Council is preparing, or has already prepared, as part of its Local Plan. It explains the role of the individual documents, how they relate to one another and the timetable for their preparation – highlighting the stages at which public consultation will take place. It also summarises the evidence, resources and risks associated with their preparation.
- 1.3 In terms of managing the Local Plan process, this LDS is supported by a number of other key documents, including the Annual Monitoring Report (AMR) and the Statement of Community Involvement (SCI).
- 1.4 The LDS will continue to be reviewed on a regular basis, with the Annual Monitoring Report (AMR) assessing its implementation and the extent to which planning policies are being achieved. Any formal amendments to the LDS will be made following agreement at Planning Committee.
- 1.5 The Council's Statement of Community Involvement (SCI) was adopted in December 2014. Temporary amendments were made to the SCI in May 2020 in response to the COVID 19 pandemic and updated Government Guidance on this matter. It sets out arrangements for public consultation in the connection with both the Local Plan and planning applications. The SCI is currently being reviewed with adoption of a revised document anticipated by late 2020/early 2021.
- 1.6 This LDS once adopted will supersede the previous version dated March 2018.

2. Overview of the Development Plan System

- 2.1 The Planning and Compulsory Purchase Act 2004 and The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for producing a development plan for the Borough.
- 2.2 The development plan is essentially a document, or series of documents, containing the planning policies that the local planning authority will take into account when determining planning applications. The Borough Council is responsible for preparing some, but not all, documents that comprise the development plan.

(a) The Development Plan for Runnymede

- 2.3 The current development plan for Runnymede Borough Council is made up of the following:
- Runnymede 2030 Local Plan (adopted July 2020)
 - Policy NRM6 of the South East Plan
 - Surrey Waste Plan (2008)¹
 - Surrey Minerals Plan Core Strategy Development Plan Document (DPD) (2011);
 - Surrey Minerals Plan Primary Aggregates Development Plan Document (DPD) (2011)
 - Aggregates Recycling Joint Development Plan Document (DPD) for the Minerals and Waste Plans (2013)
- 2.4 The preparation of Minerals and Waste Plans is the responsibility of Surrey County Council, although the Borough Council is an important consultee.
- 2.5 All Development Plan Documents (DPDs) are the subject of an independent examination by an Inspector. As part of the examination an Inspector will examine the “soundness” of the document(s) as well as legal compliance: i.e. whether the proper procedures have been followed; how the document(s) relate to national/strategic planning policy or other relevant strategic advice; whether the document(s) are coherent and stem from a credible evidence base: and whether the policies in the document(s) are effective and deliverable. Whilst the Inspector’s report is not formally binding, the Council cannot adopt a DPD unless it has been found ‘sound.’
- 2.6 All designations and allocations contained in an adopted Local Plan are illustrated on a Policies Map. Runnymede Borough Council has an interactive Policies Map on its website which can be viewed using its Maps² system.

¹ A replacement Surrey Waste Plan is due for consideration for adoption at Surrey County Council's 27th October cabinet meeting. More information can be found at: <https://www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste/waste-plan>

² <https://maps.runnymede.gov.uk/website/maps/index.html>

Runnymede 2030 Local Plan

- 2.7 The Runnymede 2030 Local Plan sets out the key planning policies which determine the location, scale and timing of new development in the Borough in the period up to 2030, including the spatial development strategy, allocations for housing, employment and retail development and protection of the environment. The Local Plan also contains a suite of planning policies against which planning applications in the Borough will be determined.
- 2.8 The Local Plan was submitted for Examination in July 2018 and the examination concluded in May 2020 when the Inspector issued her final report and recommendations to the Council. Following conclusion of the Examination, the Inspector found the Local Plan 'sound', subject to main modifications. Following consideration of the Inspector's Report, Runnymede Borough Council formally adopted its new Local Plan on 16th July 2020.
- 2.9 The new Local Plan plans for the delivery of at least 7,507 new homes including a new garden village at Longcross, significant new employment development, the regeneration of a number of town centre sites and commensurate growth in new transport and community infrastructure, including important improvements to the A320. The adopted Local Plan can be viewed at:
<https://www.runnymede.gov.uk/localplan>.

Neighbourhood Planning

- 2.10 In addition to the above, the Localism Act 2011 allows for Town and Parish Councils and established 'Neighbourhood Forums' to prepare Neighbourhood Plans for their areas. There are no town and parish councils within the Borough, however, there are now several formally constituted neighbourhood forums and designated neighbourhood areas where new neighbourhood plans are being brought forward. These include Thorpe, Virginia Water and Englefield Green. A community group in Ottershaw has also applied to the Council for the designation of a Neighbourhood Forum and Area in this part of the Borough.
- 2.11 Neighbourhood Plans are required to demonstrate that they meet a number of Basic Conditions when they are independently examined. If a neighbourhood plan passes through the examination successfully and gains a majority vote in a local referendum, neighbourhood plans will be adopted. At this point they become part of the Development Plan for Runnymede Borough³.

³ The Government has confirmed that due to the current COVID19 pandemic, all neighbourhood planning referendums that have been recently cancelled, or are scheduled to take place, between 16 March 2020 and 5 May 2021 are postponed. However where the local planning authority has issued a decision statement (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012) detailing its intention to send a neighbourhood plan to referendum, that plan can be given significant weight in decision-making, so far as the plan is material to the application.

(b) The review and update of the Runnymede 2030 Local Plan

- 2.12 The Council will soon begin work on the review of the Runnymede 2030 Local Plan in line with the commitment contained at paragraph 5.19 of the Plan which states,

'The Council will commence a review of the Runnymede 2030 Local Plan as soon as possible to ensure that it is able to meet the requirement of the NPPF to complete a review of the plan within 5 years of the date of adoption of this plan. In practical terms this will mean that the Borough Council commences its review early in 2021, in order to complete a review before the summer of 2025. The Council will be revising its Local Development Scheme during 2020 to confirm the timetable for the review. In accordance with the NPPF, the review will also need to plan for a 15-year period from the date of its adoption (i.e. 2040).'

- 2.13 Evidence gathering to support the new Local Plan will begin in the latter part of 2020 with a Call for Sites exercise being scheduled to update the Council's evidence on the land in the Borough which may be available, suitable and achievable to meet the Borough's development needs in the future. Beyond this, during the course of 2021 and part of 2022, the Council will review and update other parts of its evidence base as necessary alongside discussions with neighbouring and nearby Local Authorities and statutory bodies on cross boundary matters. The Council's updated evidence base will help inform the update of the policies in the Runnymede 2030 Local Plan. At the time of writing this LDS, it is too early to say how many of the policies within the adopted Local Plan will require updating.
- 2.14 As part of the Local Plan review, the Council will also continue to monitor the effectiveness of the policies in the adopted Local Plan as part of the Annual Monitoring Report. This will involve the assessment of whether the targets set out in the Monitoring Framework at appendix A of the Local Plan are being achieved. This monitoring work will also help to determine whether updates to individual policies are required.
- 2.15 Beyond this, an initial Issues and Options consultation is proposed for late Summer 2022. Following detailed consideration of the responses to that consultation and the completion of further evidential work to inform preparation of the Local Plan, the Council will undertake further Regulation 18 consultation on a full draft plan in Spring 2023. Thereafter, Regulation 19 consultation on the Pre-Submission Local Plan will take place in the early part of 2024 (Winter). When completed, the updated Runnymede Local Plan will comprise a single document, containing strategic policies, site allocations and updated development management policies for the plan period.
- 2.16 It is envisaged that the new Runnymede Local Plan will cover at least a 15-year timeframe from adoption (2025-2040) to reflect the guidance contained in the National Planning Policy Framework (NPPF). A summary of expected plan content and governance arrangements for the Local Plan is set out in Appendix 1.

2.17 Chart A below sets out the expected programme for the review of the Runnymede Local Plan and policies update.

Chart A: Programme for the production of the Runnymede 2030 Local Plan: Review and policies

[illegible]

Key:

- I - Issues and Options consultation (*consultation stage*)
- D – Draft Plan consultation (consultation stage)
- P - Pre-Submission / Publication consultation (*representations stage*)
- S - Submission of plan and associated documents to Secretary of State
- E –Examination process
- A - Adoption of plan by the Council

Notes:

- 1 *The Runnymede 2030 Local Plan was adopted in July 2020 and so is not shown on this programme.*
- 2 *All timings are subject to the programming of Planning Committee and Full Council meetings and the availability of Planning Inspectors to conduct the relevant Examinations.*
- 3 *The Runnymede 2030 Local Plan: Review and policies update timetable will be subject to review through the Annual Monitoring Report.*

3. Additional Planning Documents and Guidance

Community Infrastructure Levy (CIL)

- 3.1 The Council is currently preparing its first Community Infrastructure Levy (CIL). Public consultation on the draft CIL Charging Schedule took place between late February and late April 2020. Following the consideration of the representations received during this consultation, it was determined that additional viability work needed to be undertaken. This resulted in the proposed amendment of two of the proposed CIL charges and the addition of a further charging zone. These amendments were set out in a CIL Statement of Modifications which was agreed in July 2020 for public consultation for a 4 week period. It is anticipated that the Council's CIL charging schedule will be submitted for Examination by the end of August 2020. Examination will take place in Autumn 2020 and if found 'sound' by the Examiner, CIL will be adopted in the early part of 2021 and will become operational on 1st March 2021. Further details can be found at: <https://www.runnymede.gov.uk/article/15518/Community-Infrastructure-Levy-CIL-> .
- 3.2 A summary of governance arrangements for CIL is set out in Appendix 1. Chart B on the following page sets out the expected programme for the preparation and implementation of Community Infrastructure Levy (CIL) in Runnymede.

Supplementary Planning Documents (SPDs)

- 3.3 A range of Supplementary Planning Guidance (SPG) and Advice Notes were produced by the Council to support the policies and proposals within the Runnymede Borough Council Local Plan, 2001 (second alteration). These documents can be viewed at: <https://www.runnymede.gov.uk/article/15522/Policy-documents-and-guidance->
- 3.4 At the time of writing this LDS, the Council is currently producing a range of Supplementary Planning Documents (SPD) to support the newly adopted Runnymede 2030 Local Plan, and these will replace the existing SPGs and advice notes referred to above. Until replacement SPDs have been adopted, the existing SPGs and advice notes which can be viewed at the link above are still capable of being some weight in the decision making process but the amount of weight will depend on the level of consistency with the Runnymede 2030 Local Plan and the NPPF.
- 3.5 Supplementary Planning Documents currently being prepared by the Council can be listed as follows:
- Car Parking SPD
 - Development in the Green Belt SPD
 - Design Guide SPD
 - Thames Basin Heaths Special Protection Area SPD
 - Blue and Green Infrastructure SPD
 - Infrastructure Delivery and Prioritisation SPD

Chart B: Programme for Runnymede Community Infrastructure Levy (CIL)

STAGE	2019				2020												2021											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Evidence Gathering																												
Public consultation on Draft CIL Charging Schedule (Reg 16)																												
Consideration of responses to consultation																												
Public consultation on CIL Modifications Schedule																												
Submission of Draft CIL Charging Schedule for Examination (Reg 19)																												
Examination period																												
Adoption																												
Implementation of CIL																												

4. Evidence, Resources and Risks

(a) Evidence

- 4.1 A range of technical studies will be prepared as part of the evidence base to support the review and update of the Runnymede 2030 Local Plan, CIL and Supplementary Planning Documents (SPDs). Evidence can be viewed at:

<https://www.runnymede.gov.uk/article/15538/Evidence-Base-Documents->

- 4.2 In addition, the Council's latest Annual Monitoring Report can be viewed at:

<https://www.runnymede.gov.uk/article/15558/Monitoring-progress-of-Local-Plan-policies-policy-documents-and-guidance->

(b) Resources

- 4.3 The Council attaches high priority to the timely delivery of the review and update of the Runnymede 2030 Local Plan and its Community Infrastructure Levy (CIL), and despite financial stringency is maintaining the necessary mainstream funding. Budgets will continue to be reviewed on an annual basis and appropriate provision made. Where necessary some of the Local Plan budget will be used to bring in additional temporary staff resources, or consultancy support. Opportunities for additional funding sources such as grants from the Government's Planning Delivery Fund will also continue to be pursued. The table below indicates current permanent resources available to help prepare the new Local Plan and other planning policy documents. This may be supplemented by further temporary resource if required:

Permanent Posts	% time	FTE
Corporate Head of Planning Policy and Economic Development	10%	1.0
Local Plans Manager	90%	0.8
Assistant Local Plans Manager ⁴	90%	1.0
Principal/Senior Policy Officer	90%	1.0
Principal/Senior Policy Officer	90%	0.9
Policy Officer	90%	1.0
Local Plan Monitoring Officer	50%	1.0
Total	510%	6.7 FTE
Local Plan/Planning Policy preparation focussed		4.83 FTE

⁴ This post was vacant at the time of producing this document although recruitment was underway

(c) Risks

- 4.4 The timetables for production of an updated Runnymede Local Plan and implementation of the Council's CIL charging regime are considered realistic and achievable. The Annual Monitoring Report (AMR) will track performance and highlight any amendments required to the work programmes set out in this LDS. This will be supported through monthly reporting on milestones via the Council's in-house project management reporting process.
- 4.5 There are however a number of risks that could impact upon the delivery of the work programmes set out within Charts A and B. These risks, together with appropriate mitigation measures are set out in Appendix 2.

5. Contact information

5.1 For further information regarding planning policy matters please contact:

Email: planningpolicy@runnymede.gov.uk

Phone: 01932 425131

Address: Runnymede Borough Council
Civic Centre
Station Road
Addlestone
Surrey
KT15 2AH

Summary of content and governance arrangements: Runnymede Local Plan and CIL

Title		Runnymede Local Plan-Review and Policies update
Description		Preparation of an updated Borough Local Plan incorporating strategic site allocations and updated development management policies (as necessary) for the plan period up to 2040, or longer if necessary, to guarantee land allocations sufficient to deliver for a 15-year period after the date of adoption.
Area Covered		Borough-wide, with some site-specific elements.
Status		DPD
Chain of Conformity		In general conformity with the NPPF.
Priority		High
Key milestones		
Regulation 18: Issues and Options consultation		Late Summer 2022
Regulation 18: Draft Plan consultation		Spring 2023
Regulation 19: Pre-Submission consultation		Winter 2024
Regulation 22: Submission		July 2024
Examination		August 2024 – May 2025
Adoption		July 2025
Arrangements for Production		
Lead		Planning Policy Manager.
Management arrangements		Planning Policy Manager, Corporate Head of Planning Policy and Economic Development, Infrastructure and Economic Development Member Working Party, Planning Committee and Council, Senior Leadership Team.
Studies/evidence required		To include update of key technical studies including (but not necessarily limited to) those relating to housing, employment, retail and infrastructure.
Resources required		See section 4.
Stakeholder/community involvement		To comply with adopted Statement of Community Involvement. Strong emphasis on close liaison with

	adjoining local planning authorities and others regarding strategic planning matters, as required under the duty to co-operate.
Monitoring and Review Arrangements	
Review of policy performance to be carried out as part of Annual Monitoring Report (AMR) process.	

Title		Community Infrastructure Levy (CIL)
Description		Preparation of a CIL Charging Schedule to help secure appropriate contributions towards infrastructure from new development. Once implemented, CIL sits alongside the ability to secure provision of new infrastructure through Section 106 agreements. Unlike Section 106 agreements, CIL is a non-negotiable charge.
Area Covered		Borough-wide.
Status		CIL
Chain of Conformity		In general conformity with the NPPF, other national planning guidance regarding CIL and planning obligations and compatible with the Borough Local Plan/Review as appropriate.
Priority		High
Key milestones		
Draft CIL Charging Schedule consultation		February 2020
CIL Modifications Schedule consultation		July 2020
Submission		August 2020
Examination (hearings)		Autumn 2020
Adoption		Jan/Feb 2021
Implementation		1 st March 2021
Arrangements for Production		
Lead		Principal Policy Officer
Management arrangements		Planning Policy Manager, Corporate Head of Planning Policy and Economic Development, Infrastructure and Economic Development Member Working Party, Planning Committee and Council. Senior Leadership Team. Governance arrangements for CIL spend to be determined in due course.
Studies/evidence required		Development viability evidence.
Resources required		See section 4.
Stakeholder/community involvement		To comply with adopted Statement of Community Involvement.
Monitoring and Review Arrangements		
Review of CIL performance to be carried out as part of Annual Monitoring Report (AMR) process.		

Risk Assessment: Review and Policies Update of Runnymede 2030 Local Plan

Key**Red** = high impact / likelihood**Amber** = medium impact / likelihood**Green** = low impact / likelihood

	Risk	Comment	Likelihood	Impact	Mitigation Measures
1	Preparation of Local Plan fails to meet key project milestones.		Amber	Red	Project management and monitoring of progress against the Local Development Scheme. Progress discussed with managers monthly and action taken as necessary. Progress on LDS timetable reported as part of Annual Monitoring Report. Formal review of the LDS to be carried out on a regular basis.
2	Changes in national policy and regulations which require a significant alteration to emerging plan content.	There have been a number of recent changes to national planning policy, as set out in the National Planning Policy Framework (NPPF), changes to permitted development rights and amendments to planning regulations, all of which need to be reflected when preparing the new Local Plan to ensure it can be found 'sound.'	Red	Red	The programme set out within this LDS takes account of the most recent changes to the National Planning Policy Framework (February 2019). However, significant changes to the Planning system are being proposed. At the time of producing this LDS, the Council is currently reviewing the proposed reforms set out in the Planning White Paper (August 2020) which includes reforms to the Plan Making system. It should be noted that at the current time, these proposals are subject to consultation only. Should the Government introduce the proposals set out in

Risk		Comment	Likelihood	Impact	Mitigation Measures
					<p>the White Paper, this may require the Council to revise its LDS. The changes could also impact on the scale of policies update required. This will need to be kept under close review and depending on the implications of any changes for the plan once the policies update has begun, this could require amendment to the plan and a further stage of consultation.</p> <p>Advice from the Planning Advisory Service (PAS) and the Planning Officers' Society (POS) will be taken to help mitigate these risks.</p>
3	Lack of suitably experienced staff	Difficulties recruiting and retaining suitably qualified Planning Officers are currently being experienced across the country and in the South East in particular.			Should usual mechanisms of direct recruitment to fill vacant posts not prove successful, consideration will be given to the employment of temporary staff and /or consultants to take on specialist areas of work and extend the capacity of the Planning Policy team. This option could be constrained by wider Council policies on vacancies and recruitment and available financial resources.
4	Delays to decision making process	Delays may be experienced due to democratic process and/or timetabling of meetings, or the inability to agree an appropriate content of the plan which can be found 'sound' by a Planning Inspector in due course.			<p>Agreeing the timetable for the LP process through this LDS will enable meetings to be appropriately timetabled to allow timely decision making.</p> <p>'Special' meetings of Planning Committee and Full Council can be arranged in certain circumstances.</p> <p>Continued member training is proposed to aid with the understanding of strategic planning issues and</p>

Risk		Comment	Likelihood	Impact	Mitigation Measures
					<p>sound legal advice from Counsel is recommended to be sought to help guide members through the decision-making process.</p> <p>The Council's Infrastructure and Economic development Member Working Party will continue to be used to provide steer throughout the Local Plan review and policy update processes.</p>
5	Failure to agree critical cross boundary strategic planning issues with prescribed Duty to Co-operate bodies.				<p>Regular discussions regarding key strategic planning issues for the Borough will continue with neighbouring authorities and other duty to co-operate (DTC) bodies. Risks relating to how these issues will be addressed will be reduced through the production and regular review of Statements of Common Ground (SoCGs) with those bodies. Regular meetings with all DtC bodies will help minimise any wider issues arising or enable them to be addressed early in the plan-making process.</p>
6	Pressure on financial resources				<p>Annual budgetary provision has been made for plan-making work, however the length of public examinations and cost of defending any subsequent legal challenges could add significantly to the amount required. Annual budgetary review will provide the mechanism to bid for additional funding if required. The Corporate Head of Planning Policy and Economic Development will regularly review budgetary provision/spend with the CEx and Head of Finance</p>

Risk		Comment	Likelihood	Impact	Mitigation Measures
					to estimate and forecast budgetary requirements for plan-making.
7	Capacity of Planning Inspectorate (PINs) and other statutory consultees	The capacity of the Planning Inspectorate and other statutory consultees to provide detailed planning advice has previously been reduced due to internal reorganisation and financial constraints. The risk is outside the Council's control.			Public examination of the reviewed and updated Local Plan could be delayed through lack of Local Plan Inspectors or when commenced, could take longer than anticipated. Early sight of this LDS will help PINS plan for the timing of the examination within their work programmes. Any potential lengthening of the examination itself could in part be mitigated by ensuring all appropriate evidence is prepared and submitted to underpin the Local Plan when submitted for examination. Thereafter, it is important to ensure close liaison with the Programme Officer to assist in any arrangements for the examination which will help its smooth running. Early sight of the LDS and regular liaison with key statutory consultees during the plan-making process and in the lead up to the examination can also help to identify any capacity issues early which those consultees may be experiencing.
8	Failure of external parties to meet project deadlines	There is sometimes a need, either as a result of insufficient internal officer capacity, or the need to bring in specialist skills, for some work relating to the Local Plan to be carried out by external consultancies or organisations.			Work quality and project work timetables will be controlled through normal procurement processes and contract conditions.

	Risk	Comment	Likelihood	Impact	Mitigation Measures
9	Local Plan found 'unsound'	Local Plans must be underpinned by detailed evidence. This evidence will face detailed scrutiny from the Planning Inspector and other stakeholders during the independent examination process.			<p>Risk is reduced by ensuring that the Council's decision-making regarding the content of its Local Plan is firmly based on the technical evidence which emerges.</p> <p>Appropriate joint working arrangements with adjoining local planning authorities in line with the 'duty to co-operate' will continue to be essential.</p> <p>The soundness of the Local Plan will also continue to be guided by close liaison with the adjoining local planning authorities, statutory bodies, PINS, the availability of a robust evidence base and well-audited stakeholder and community engagement systems.</p> <p>Specialist external legal advice will be taken as and when necessary to help guide key decision-making and help mitigate this risk.</p>
10	Legal challenge	This would result in financial costs, and if a challenge is successful, could result in all or part of the plan being quashed.			<p>The likelihood of a successful legal challenge is substantially reduced where the Local Plan is prepared in accordance with relevant regulations, is strongly aligned to the conclusions of the evidence that underpins it and the plan-making authority can demonstrate it has met the necessary 'tests of soundness.'</p> <p>Specialist external legal advice will be taken at key stages, and if any threats of challenge are made through the plan-making process.</p>

Risk Assessment: Community Infrastructure Levy

Risk	Likelihood	Impact	Mitigation
Single person dependency on the Project Manager who if absent for a period of time or leaves the organisation, timetable could be delayed until replacement can be found.			Establish chain of delegation/secondment identifying other members of staff to prioritise project subject to capacity, otherwise there is no mitigation. Expedite recruitment process. Introduce regular project meetings to improve information sharing and knowledge.
Potential for charging schedule not based on robust evidence of viability.			There is no mitigation for Covid-19 lockdown but a satisfactory alternative can be found. CIL modifications subject to consultation for four weeks Jul-Aug 2020
CIL Charging Schedule not found sound at examination			Continue with S106 developer contributions in line with Infrastructure Planning SPD for sites of 10 or more units. No mitigation for sites less than 10 units. Consider Examiner's Report and review evidence and/or amendments to charging schedule. Reconsult & re-submit if agreed by the Council.
Internal procedures for calculating/collecting/			Ensure there is a lead officer to draw up and agree procedures.

Risk		Likelihood	Impact	Mitigation
	monitoring CIL not in place upon implementation			Continue with S106 developer contributions in line with Infrastructure Planning SPD for sites of 10 or more units until a CIL is implemented. No mitigation for sites less than 10 units until CIL is implemented.
	IT Systems not in place upon implementation			<p>There is a lead officer to review IT systems and put in place a timetable for delivery. Procurement of IT completed with testing in Summer 2020.</p> <p>Calculation of levy and generation of necessary CIL forms would need to be undertaken manually.</p> <p>In the short term ensure there is a lead officer for calculating CIL liability and issuing liability notices.</p>
	Staff not trained in CIL procedures or IT systems in time for CIL Implementation			<p>Ensure there is a lead officer for staff training and put in place a timetable for delivery, otherwise no mitigation. Procurement of IT provider will also deliver staff training on IT systems.</p> <p>In the short term ensure there is a lead officer for calculating CIL liability and issuing liability notices.</p>

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All enquiries about this paper should be directed to:

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Economic Development Business Unit.

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2020

